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1994 UNOPA Constitution Revised September

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**UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION
(UNOPA)**

CONSTITUTION

Preamble

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

Article I - Name and Purpose

- Section 1 - The name of this organization shall be the UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA).
- Section 2 - The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

Article II - Objectives

- Section 1 - Encouraging educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and non-members, and promoting participation in the Nebraska Educational Office Personnel Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).
- Section 2 - Identifying employee concerns, especially those that affect the Office/Service classification, and working within the university system to meet those concerns.
- Section 3 - Encouraging all members to interact and learn from one another through mentoring programs, classes, workshops and serving on various University or UNOPA committees. To develop leadership skills by heading committees and serving as officers of the Association.
- Section 4 - Encouraging all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the university and the community.

Article III - Membership

- Section 1 - Membership shall be open to persons interested in promoting the objectives of the Association.
- Section 2 - There shall be five (5) classifications of membership: Active, Associate, Retired, Life , and Honorary.

Article III - Membership (cont.)

- Section 3 - Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections.
- Section 4 - Active membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska. Active members shall be entitled to vote, hold office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska shall constitute a change from active to associate membership.
- Section 5 - Associate membership in the Association shall be open to persons who are interested in advancing the objectives of the organization but who are not eligible to be Active members, and who have paid annual dues (e.g., other university employees or students). Associate members shall have the rights and privileges of Active members except that of voting and holding office.
- Section 6 - Retired membership in the Association shall be open to members who desire to keep in touch with the Association and the university community. They shall have the right to vote and may serve on committees.
- Section 7 - Life members are Active members of the Association who have paid life membership dues. Life members shall have all the rights and privileges of Active members, except upon withdrawal from the university system, then refer to Article III, Section 4.
- Section 8 - Honorary membership in the Association shall be conferred with the approval and majority vote of the Executive Board. Honorary members are individuals who have made significant contributions to the growth of UNOPA, its members, and office/service employees. They shall be entitled to all the privileges of Active members with the exceptions of the right to vote, hold office, and shall be exempt from paying dues.

Article IV - Officers

- Section 1 - The elected officers of UNOPA shall be President, President-elect, Recording Secretary, Corresponding Secretary, and Treasurer; all of whom shall be members in good standing, be installed at the annual meeting, and assume office on July 1.
- Section 2 - The officers shall be elected, by ballot, prior to the annual meeting and shall hold office for a term of one year beginning July 1. No member shall hold the same office for two consecutive terms (except as per Article III, Section 1 of the Bylaws).

Article V - Executive Board

- Section 1 - The Executive Board shall consist of the elected officers of the Association and the approved directors for each of the standing committees listed in Article VI - Section 1. The President Emeritus shall serve as ex-officio member. With the exclusion of the Immediate Past President and President Emeritus, there shall be no more than two past presidents serving on the Executive Board.

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Article V - Executive Board (cont.)

- Section 2 - The financial records of the Association shall be audited in July of each year by an outside individual or group approved by the Executive Board.

Article VI - Committees

- Section 1 - The Association shall have standing committees as follows: Awards, Employee Concerns, Foundation, Hospitality, Membership, Nominating, Professional Growth, Program, and UNOPA Notes.
- Section 2 - The newly installed elected officers shall annually appoint the Directors and Co-Directors of the standing committees prior to July 1, and shall appoint other committees as deemed beneficial to the general membership and function of the Association.

Article VII - Meetings

- Section 1 - General membership meetings of the Association will be held the second Tuesday of each month, September through May, unless otherwise stipulated by a majority vote of the Executive Board. Special meetings of the membership may be called by a two-thirds vote of the Executive Board.
- Section 2 - Monthly meetings of the Executive Board will be held August through June. Special meetings of the Executive Board may be called by the President.
- Section 3 - The annual meeting of the Association shall be held in May of each year.

Article VIII - Affiliation

- Section 1 - This Association shall annually affiliate with NEOPA and NAEOP.
- Section 2 - The Association shall appoint a delegate to the NAEOP Advisory Council at the National Convention.

Article IX - Quorum

- Section 1 - A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.
- Section 2 - Membership present shall constitute a quorum for the transaction of business at all meetings of the Association.

Article X - Amendments

- Section 1 - Amendments to the Constitution and Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members within one month following presentation. A majority vote of ballots returned shall be required and the amendments shall become effective immediately.

BYLAWS

Article I - Meetings

- Section 1 - The suggested order of business for general membership meetings of the Association is as follows: Call to Order, Approval of the Minutes, Report of Treasurer, Communications/Announcements, Reports of Committees, Unfinished Business, New Business, Adjournment.
- Section 2 - All proceedings of this Association shall be conducted according to parliamentary procedures as set forth in the current Robert's Rules of Order, newly Revised.

Article II - Duties of Officers

- Section 1 - The President shall preside at all meetings of the Association and of the Executive Board; shall assist in appointing committee directors as indicated in Article VI of the Constitution. The President shall be an ex-officio member of all appointed committees, except the Nominating Committee.
- Section 2 - The President-elect shall perform the duties of the President in the event of the President's absence, fill a vacancy in the Presidency, and be director of the Program Committee.
- Section 3 - The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Constitution and Bylaws, including Standing Rules, and shall send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting.
- Section 4 - The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President/Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA. The Corresponding Secretary, in the absence of the Recording Secretary, shall assume the duties of the Recording Secretary (See Section 3).
- Section 5 - The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit. The Treasurer and other elected officers shall study the financial needs of the Association for the year and present a proposed budget to the general membership by October. A majority vote of the general membership present at October's general meeting is needed to approve this proposed budget.
- Section 6 - The immediate Past President shall serve as director of the Foundation Committee.
- Section 7 - The elected officers shall perform the duties described in these Bylaws and shall conduct the affairs of the Association as determined by the membership.

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Article III - Vacancies

- Section 1 - A vacancy in the office of the President shall be filled by the President-elect whose term of office shall extend for the unexpired term of their predecessor, plus one year.

If there is a vacancy in the office of President-elect, the Nominating Committee shall submit to the Executive Board names of candidates for this office. Elections shall be conducted as in Article IV, Section 2 of the Constitution.

- Section 2 - The Executive Board shall have the power to fill any vacancy occurring among the officers, except the President and President-elect, until the next annual election of officers.

Article IV - Elections

- Section 1 - Nominations shall be submitted by the membership to the Nominating Committee for the suggested slate of officers. The Nominating Committee shall then present the suggested slate of officers at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers is presented.

- Section 2 - The Nominating Committee shall ensure that there are at least two people nominated for each office.

Article V - Committees

- Section 1 - The Director of each committee shall be an ex-officio of the Executive Board with all the responsibilities and duties of a Board member.

- Section 2 - Guidelines, duties, and responsibilities for each standing and each special committee shall be specified by the Executive Board.

- Section 3 - The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments or actions on issues. Any major policy statements must be approved by the Executive Board.

Adopted 1/22/92

Revised 4/11/95

Standing Rules

1. The dues for each fiscal year, from July 1 to June 30, shall be nine dollars (\$9.00) for active and associate memberships and two dollars (\$2.00) for retired membership. Life membership shall be \$200.00. Renewal membership will be delinquent if dues are not paid by October 31 of each year. After that date, renewal membership dues will be \$12.00 for that year. All new memberships will remain at \$9.00 throughout the year.
2. Full membership privileges in this Association shall terminate upon failure to pay dues by the date specified.
3. All Executive Board meetings are open to any members, unless stipulated by the President.
4. The President will not vote on issues during the Executive Board meetings unless there is a tie vote.
5. The President shall be a member of state and national associations; dues will be paid or reimbursed by the Association.
6. The Association will present a gavel guard and chain to the retiring President at the Annual May meeting. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President. The President's plaque will also be presented at this time.
7. The President-elect is given the option to represent the Association at the NAEOP Advisory council, at the National Convention. If the option is declined, another delegate is to be selected and voted upon by the Executive board. The Association will contribute monetary funds to assist the attendance at the National Convention.
8. It is strongly recommended that candidates for office of President-elect shall have served at least one year on the Executive Board.
9. At the end of the fiscal year the Recording Secretary shall duplicate all records and send to University Archives, 308 Love Library, 0410, to be placed on file for permanent record.
10. The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) and elected officers shall not be eligible for an award sponsored by the Association.
11. The Professional Growth Committee shall be responsible for organizing and implementing at least one Association sponsored workshop per year. The committee shall be responsible for awarding plaques at the time of CEOE achievement and certificates at the time any levels are earned prior to CEOE.
12. There shall be a Co-Director of the Employee Concerns Committee who will move to the Director's position the following year.

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Standing Rules (cont.)

13. Each committee shall have a minimum of three members.
14. Each member of the Executive Board shall submit an annual written report to the President in May for inclusion in the Annual Report to the Association.
15. All elections shall be conducted by mail ballot.

Adopted 1/22/92
Revised 9/7/94

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